

**OKLAHOMA WORKERS' COMPENSATION COMMISSION**  
**SPECIAL MEETING MINUTES**  
**SEPTEMBER 28, 2021, 1:30 P.M.**

**STATEMENT OF OKLAHOMA OPEN MEETING ACT COMPLIANCE**

Notice of this Special Business Meeting was filed with the Secretary of State's office on Friday, September 10, 2021, at 3:28 p.m. in compliance with the Open Meeting Act.

The agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

**MINUTES OF THE September 28, 2021, SPECIAL BUSINESS MEETING OF THE OKLAHOMA WORKERS' COMPENSATION COMMISSION**

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., 2<sup>nd</sup> floor, Oklahoma City, Oklahoma, on August 25, 2021.

Members present: Chairman Jordan Russell, Commissioner Megan Tilly, and Commissioner Scott Biggs.

Others Present: Andrea Delling, WCC; Alexander Watkins, WCC; Tava Jones, WCC; Ian Steedman, WCC; Hopper Smith, WCC; and Lauren Hammonds Johnson, WCC.

Chairman Russell expressed appreciation for those in attendance. After the roll was taken, Chairman Russell found a quorum present and called the meeting to order at 1:30 p.m.

**1. Opening Comments – Chairman Jordan Russell**

Chairman Russell formally introduced and welcomed Commissioner Biggs to the Workers' Compensation Commission.

**2. Approval of Minutes**

The minutes of the August 25, 2021, Special Meeting of the Commission were considered for approval.

***Motion:*** Commissioner Tilly moved to approve the minutes of the August 25, 2021, Special Meeting of the Commission.

***Second:*** Chairman Russell

***Abstained:*** Commissioner Biggs

Those voting aye: Chairman Russell and Commissioner Tilly.

*The motion carried.*

**3. Discussion and Possible Action of Consent Agenda for Travel Vouchers Currently Outstanding**

Title 85A O.S. § 23 states, [a]ny Commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.” In accordance with this section, the Commission considered a vote to approve the currently outstanding vouchers.

All travel vouchers listed within this Consent Agenda were made available to each Commissioner prior to the meeting, are considered routine, and will be enacted by one motion of the Commission. If separate discussion is desired, that item may be removed from the Consent Agenda and voted upon separately.

*Motion:* Commissioner Tilly moved to approve the travel vouchers.

*Second:* Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**4. Discussion and Consideration of Commission’s FY2023 Operating Budget Submission**

The Commission discussed and considered approval of its FY2023 Operating Budget Submission, as proposed.

Andrea Delling was recognized, presented, and answered questions of the Commission.

*Motion:* Commissioner Tilly moved to approve the FY2023 Operating Budget Submission as proposed.

*Second:* Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**5. Discussion and Possible Action to Approve Chairman’s Nomination of Commissioners to Serve as Presiding Appellate Officer and Commission Legislative Liaison**

In order to fulfill the Commission’s responsibility and duty to carry out the provisions of the AWCA pursuant to 85A O.S. § 19(A), Chairman Russell nominated Commissioner Megan Tilly to serve as the Commission’s Presiding Appellate Officer and Commissioner Scott Biggs to serve as Commission Legislative Liaison.

The Appellate Officer’s duties shall include directing the scheduling of appeals pending for hearing and presiding over all appellate hearings before the Commission en banc.

The Commission Legislative Liaison’s duties shall include communicating with members of the Legislature or an employee of the Governor or Legislature on behalf of the Commission regarding the formulation, amendment, passage, veto, or approval of any legislation, rule, regulation, executive order or any other program, policy, or position of state government.

Chairman Russell presented and answered questions of the Commission.

***Motion:*** Chairman Russell moved to approve the nomination of Commissioner Tilly as presiding Appellate Officer and Commissioner Biggs as the Commission’s Legislative Liaison.

***Second:*** Commissioner Tilly

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**6. Discussion and Consideration of Commission Policies: WCC-11 –Family and Medical Leave Policy and WCC-14 –Workplace Violence and Anti-Bullying Policy**

The Commission discussed and considered proposed changes to the following Commission policies:

- A. WCC-11 Family and Medical Leave Policy
- B. WCC-14 Workplace Violence and Anti-Bullying Policy

Lauren Hammonds-Johnson was recognized, presented, and answered questions of the Commission.

***Motion:*** Commissioner Tilly moved to approve both policies as proposed and amended.

***Second:*** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**7. Discussion and Possible Action on Digital File Copy Fees under 85A O.S. § 119**

Title 85A O.S. § 119 requires persons requesting and receiving copies of documents on file with the Commission to pay a fee of \$1.00 for each page copied. With the implementation of the new CaseOK system, copies of documents may be obtained by paper copy or by a digital download copy. The Commission discussed and considered the application of Section 119 to digital copies.

Lauren Hammonds-Johnson was recognized, presented, and answered questions of the Commission.

*No action was taken on this agenda item.*

**8. Possible Executive Session Pursuant to 25 O.S. § 307(B)(1) to Discuss and Vote on the Salary, Duties, and Appointment of: a) Karen Clark as Docketing Clerk; b) Dana Esparza as Compliance Investigator/Commission Spanish Language Specialist; and c) Valerie Rossiter-Reed as Senior Docketing Clerk.**

**A. Motion and vote to convene in Executive Session.**

*Motion:* Commissioner Biggs moved to convene in Executive Session.

*Second:* Commissioner Tilly

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**B. Discussion in Executive Session.** The Commission discussed only the topic stated in this agenda item.

**C. Motion and vote to reconvene in Open Session.**

*Motion:* Commissioner Biggs moved to reconvene in Open Session.

*Second:* Commissioner Tilly

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**D. Motion and possible vote on any action items regarding the subjects of the proposed executive session.**

**Motion:** Commissioner Tilly moved to take no action at this time but directed the Chairman to take any steps that he deems appropriate based on conversations held in Executive Session.

**Second:** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**9. Announcements**

Chairman Russell announced the dates and time of the Commission’s annual conference. The conference will take place September 30 and October 1, 2021, in Stillwater, Oklahoma at 9:00 a.m., in the McKnight Center for Performing Arts.

**ADJOURNMENT.....Chairman Jordan Russell**

**Motion:** Commissioner Tilly moved to adjourn.

**Second:** Commissioner Biggs

Those voting aye: Chairman Russell, Commissioner Tilly, and Commissioner Biggs.

*The motion carried.*

**The meeting adjourned at 2:43 p.m.**